



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193  
e-mail: [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk) website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

## Minutes of a Standing Committee meeting held on Monday 8<sup>th</sup> May, 2017 at 2pm in The Town Council Offices

### Present

Cllrs: E Fieldhouse (chaired first part of meeting) D Baker (chaired remainder of meeting from agenda item 5) R Barnes, M Eager, J Roberts

### In attendance

Clerk Cover Officer ... Lynda Wilcox HALC (Herefordshire Association of Local Councils)

#### 1. Apologies for absence

There were none – D Baker (Chairman to join as soon as possible).

NB: Vice Chairman Cllr E Fieldhouse took the Chair

#### 2. Declarations of interest and written requests for dispensations

There were none.

#### 3. Public Participation

The member of public present spoke of his concern for the health and wellbeing of the clerk in relation to the on-going actions of two members of her employing body (Ledbury Town Council) i.e. Councillors L Harvey and A Harrison.

#### 4. Minutes of the meeting held on 6<sup>th</sup> March, 2017

It was RESOLVED to adopt the minutes as a correct record.

#### *PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*In order to consider confidential matters, a resolution was passed to exclude members of the public and councillors who were not members of the Standing Committee. The one member of public present then left the meeting.*

#### 5. Employment Matters

5.1 Report on staff interviews ... Cllr E Fieldhouse reported that she and the mayor (Cllr D Baker) had interviewed staff to ascertain whether measures put in place by the Council in May 2016 had been helpful in improving their health, safety and welfare whilst at work.

Cllr D Baker joined the meeting and replaced Cllr E Fieldhouse in the Chair.

Members discussed matters which had been raised by the staff during the interviews.

**5.2 Review of all aspects of the action taken by Ledbury Town Council under Minute 5 of the Extraordinary Full Council meeting held on 5<sup>th</sup> May 2016.**

Following detailed discussion and mindful of the Town Council's duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees and in the knowledge that failure to address employment issues could result in a fundamental breakdown of trust and confidence between the Town Council as employer and its employees, it was unanimously RESOLVED that the following RECOMMENDATION be made to full Council:

- 5.2.1 Councillors Harvey and Harrison not to serve on any of Ledbury Town Council's committees, sub-committees, panels or working/steering groups.
- 5.2.2 Councillors Harvey and Harrison not to be eligible to substitute for a member of any of Ledbury Town Council committees, sub-committees, panels or working/steering groups.
- 5.2.3 Councillors Harvey and Harrison not to represent Ledbury Town Council on any outside body.
- 5.2.4 All communication from Councillors Harvey and Harrison <sup>to</sup> and all office staff to go through the Ledbury Town Council Mayor or Deputy Mayor in his/her absence. *Amended at Annual Council Meeting on 11.05.2017 HDE*
- 5.2.5 That Herefordshire Council be informed of the above actions taken by Ledbury Town Council.
- 5.2.6 That all bodies affiliated to Ledbury Town Council be informed of the above actions taken by Ledbury Town Council.
- 5.2.7 The time period for 5.2.1 – 5.2.6 to remain in place for Councillor Harvey will be from the Annual Meeting of Ledbury Town Council on 11<sup>th</sup> May 2017 until the Annual Meeting of Ledbury Town Council in May 2018, when the matter may be reviewed, subject to any additional measures deemed necessary by full Council during or at the conclusion of this period.
- 5.2.8 The time period for 5.2.1 - 5.2.6 to remain in place for Councillor Harrison will be from the Annual Meeting of Ledbury Town Council on 11<sup>th</sup> May 2017 until the November Meeting of Ledbury Town Council in 2017, when the matter may be reviewed, subject to any additional measures deemed necessary by full Council during or at the conclusion of this period.

**5.3 Continuation of the Clerk's additional hours**

It was unanimously RESOLVED to approve the clerk's additional hours until the outcome of the review process was known.

SIGNED .....

DATE .....